

Dear Member:

According to Indiana law, military service credit is granted by TRF a member of TRF under the following conditions:

1. Member has an honorable discharge from active military service
2. Member started or completed four years of approved college teacher training before induction into active military service. **OR**
3. If the member started but did not complete college teacher training before induction into active military service the member must have returned to four-year college teacher training within 18 months after discharge from active military service.
4. If the member completed college teacher training before induction into active military service the member must start or return to an actual teaching position within 18 months after discharge from active military service.
5. Member must complete ten years of service credit in a position covered by TRF.

Member required to furnish military documents which show:

1. Date of entry into active military service
2. Date of honorable discharge from active military service.
3. Military form DD 214 normally provides sufficient documentation.

If member completed four years of college but did not teach before induction into active military service, member must provide copies of transcripts for the four years of college work.

If member started but did not complete approved college teacher training before induction into active military service member must provide:

1. Copies of transcripts of college work before induction into active military service.
2. Copies of transcripts of college work after honorable discharge from active military service.

If member needs help in locating DD 214 or other military records, member should assemble all possible information concerning his/her military service and contact:

NATIONAL PERSONNEL RECORDS
MILITARY PERSONNEL RECORDS
9700 PAGE AVENUE
ST LOUIS MO 63132

**MEMBER MUST COMPLETE TEN YEARS OF INDIANA TEACHING SERVICE CREDIT
BEFORE MILITARY SERVICE CREDIT WILL BE GRANTED**